

**JOB ANNOUNCEMENT**  
**#2016-006, Posting Date February 2, 2016**  
**COMMITTEE ANALYST**  
**Capital Projects and Bond Oversight Committee**  
**And**  
**Capital Planning Advisory Board**

The Legislative Research Commission is currently accepting applications for a Committee Analyst position with the Capital Projects and Bond Oversight Committee (CPBOC) and the Capital Planning Advisory Board (CPAB).

The CPBOC is a permanent subcommittee of the Legislative Research Commission and is charged with overseeing (1) the expenditure of funds budgeted for capital projects; (2) the allotment of funds from the Emergency Repair, Maintenance, and Replacement Account and the Capital Construction and Equipment Purchase Contingency Account; (3) the state's acquisition of capital assets, including the lease of real property; (4) the issuance of bonds by the Commonwealth and related individual projects; and (5) the issuance of bonds by or on behalf of local school districts. The CPAB is a board of the General Assembly consisting of 16 members (appointments of government officials and members of the general public are made by the heads of the legislative, executive, and judicial branches of government). It is required by statute to develop a statewide capital plan by November 1 of each odd-number year, based on individual plans submitted by state agencies and universities.

**Duties:** Under the supervision of the Committee Staff Administrator, works with legislative matters pertaining to all aspects of capital projects and bond-related policy issues addressed by the General Assembly, including but not limited to implementation of capital projects, financial analysis, legislative oversight, state procurement law and process, state leasing law and practice, and state debt policies.

Under the supervision of the Committee Staff Administrator, works with all aspects of the capital planning process including but not limited to developing instructions specifying the format and content of the agency six-year capital plans, coordinating with LRC information technology staff to revise and update the Web-based electronic capital planning system, conducting training sessions and providing technical assistance to agency capital planning personnel throughout state government, reviewing and summarizing content of the agency plans, preparing agendas and presentations for CPAB meetings, developing draft and final policy and project recommendations, and coordinating publication and distribution of the statewide plan document.

(CPAB staff and staff of the Capital Projects and Bond Oversight Committee share the same suite of offices and are expected to assist each other whenever possible, particularly during times of heavy workloads).

**Desired Attributes:**

- Excellent verbal and written communications skills to effectively and impartially and communicate with others involved in the legislative process;
- Excellent skills in using Microsoft Office products including Word, Excel, PowerPoint, and Outlook;
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent;
- Strong general research skills and the ability to prepare succinct written analysis of complex projects and issues;
- Experience in the development or review of a capital planning program for an on-going entity;
- The ability to work independently and in a team environment;
- The ability to work under pressure and meet specific deadlines;
- The willingness to work long hours as needed;
- Positive attitude; strong work ethic.

**Education and Experience:** Education and Experience: Master's degree in business or public administration, or a related field, or other advanced degree, preferred. Candidates should also have a minimum of four (4) years experience in public policy, legislative oversight, research and analysis, or a related field. Candidates with other combinations of education and experience uniquely related to this position may be considered. Knowledge of state government and the legislative process, preferably relating to capital projects (including construction and information technology), public finance, particularly related to bond markets or securities law, will be given added consideration.

**Workload:** The CPBOC meets once each month throughout the year. CPBOC staff spend a few weeks prior to each meeting analyzing proposed capital expenditures and bond issues so that the members will be well-informed prior to and during the meetings. Workloads are heaviest for the first two weeks of each month and staff is frequently asked to perform follow-up assignments after meetings. CPAB staff has a very heavy workload from April through October of odd-numbered years. That is the period during which agency capital plans are received and reviewed and the statewide capital plan is developed. At most other times, the workload is moderate with periods of more intense activity during development of the capital planning instructions (summer or fall of even-numbered years) and when preparing for CPAB meetings.

**Application Deadline:** The review of applications will begin immediately and the position will remain open until filled.

All persons meeting the minimum qualifications and who are interested in this position are encouraged to submit a current resume. Please send a completed state application or resume via email to [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line.

Alternatively, applicants may mail these materials to:

William J. O'Brien  
Assistant Director for Human Resources and Professional Development  
Legislative Research Commission

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Frankfort, Kentucky 40601